

Participation Worker

Job Specification & Terms and Conditions

Job Title and Grade	Participation Worker
Closing Date	4 September 2025 @ 5pm
Location of Post	Oberstown Children Detention Campus
Contract Type	Full time Permanent
Salary Scale	The salary scale for this post ranges from point 1 €37,055 to point 27 €72,512
Working Hours	Hours of attendance will be fixed from time to time but will amount to not less than 39 hours net per week full time.
Annual Leave	23 days annual leave pro rata.
Reporting Relationship	The role holder will be advised of reporting relationship on appointment.
Purpose of the Post	The Participation worker's primary purpose is to work directly with the young people on campus to ensure that their voices are heard, taken seriously and given influence wherever possible when decisions affect their lives. Enabling them to participate in shaping and improving the provision of services to support the care and development of the young person, maximise positive outcomes and support their re-integration into the community.

Principal Duties and Responsibilities

- Build strong, collaborative, trusting relationships with the young people on campus to support meaningful and impactful engagement that promotes participation in the decision making process and improves outcomes for young people.
- To support young people's involvement and engagement in their journey through Oberstown by understanding their views needs and concerns.
- Identify gaps and challenges in service provision and contribute constructive suggestions for improvements. Represent the voices of young people to ensure their perspectives are heard and influence decision-making at local, national and where appropriate, international level.
- Create opportunities for young people to express their views such as council meetings workshops and forums by empowering the young people with skills and confidence to participate effectively in discussions and decision making.
- To undertake consults, facilitate focus groups, engage with external providers to ensure the promotion of our Young Peoples Voice and influence and support young people's participation decision making. Contribute to the design and implementation of child friendly policy on campus.
- To ensure that young people are provided feedback on what happened with their views, what influence they had and feedback on decisions made.

- To support other adults in including young people when they are making decisions and promoting a culture of inclusion of young people in decisions too.
- To assist in identifying and developing opportunities for young people to become involved in the life of Oberstown.
- To work collaboratively with professionals from a range of agencies supporting the young person to contribute to their exit plan to improve outcomes for young people.
- Research, observe and assess best practices used in similar services.
- Utilise established frameworks to design and deliver initiatives, ensuring that all elements – providing safe spaces, supporting expression, engaging the right audiences, and enabling influence – are fully addressed.
- Offer clear age-appropriate information about the topics on which children are invited to express their views.
- Support young people to build the skills and confidence needed to express their views effectively.
- Apply a range of approaches – such as discussions, surveys, and creative activities – to ensure diverse preference and abilities are reflected in how views are shared.
- Deliver a participation strategy grounded in the *Lundy Model*, ensuring that the contributions of children and young people are respected and valued. By embedding the core elements – *Space, Voice, Audience and Influence* – create an environment where participation is both meaningful and impactful
- Identify and address barriers to participation striving to create inclusive environments where all individuals feel welcome to contribute. Ensuring that young people have the opportunity to actively engage in shaping the decisions and policies that impact their lives, leading to more inclusive and responsive outcomes.
- Monitor and evaluate the effectiveness of participation initiatives, gathering feedback to inform improvements and guide future strategies.
- Document activities, outcomes and lessons learned to share with stakeholders and guide ongoing efforts.
- Networking, co-operating, and enlisting the support of other agencies/organisations and community groups to enhance opportunities to integrate young people's perspective into programs and policy's.
- Building and maintaining relationships with local stakeholder's young people.
- Collecting and maintaining data and prepare reports on progress, outputs and outcomes achieved. Assessing the impact of participation and ensuring continuous improvement.
- To carryout duties in line with the Oberstown Children Detention Campus policies and procedures, in particular the Safeguarding and Children First policies.
- The abilities to work reliably and consistently on their own initiative and contribute to the mission, vision, values and strategic goals of the campus.
- Develop and maintain professional working relationships with colleagues, young people, to improve satisfaction by implementing feedback pathways.
- Work in partnership with colleagues and other professionals to meet the social, emotional, educational, health and mental health needs of the young people.
- Completing and maintaining administrative records relating to young people.

- Compile service user feedback from surveys, activities and projects to include robust monitor, evaluating and reporting ensure best possible outcomes.
- Working in accordance with the Children's Rights Policy Framework for the campus, co-operating with any inspection process.
- Working in accordance with all campus wide policies and procedures, such as care, HR, health and safety, operations, etc.
- Other duties commensurate with the level of responsibility that may be assigned from time to time.

The above duties are not intended to be a comprehensive list of all responsibilities involved and, consequently, the post holder may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time, and to contribute to the development of the post while in office.

Confidentiality

In the course of employment, the successful candidate will have access to, or hear information concerning the medical or personal affairs of young people and/or staff, or other service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, young people or other service business be divulged or discussed except in the performance of normal duty. In addition, physical and electronic records must never be treated in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.

Professional Knowledge & Experience

Candidates must be able to demonstrate clearly at interview that they possess the full range of competencies as set out below.

Professional Knowledge & Experience

Demonstrate:

- Experience of working in a regulated environment
- Demonstrate excellent numeracy skills
- Ability to work in a systemic and process driven environment

Communications & Interpersonal Skills

Demonstrate:

- Good communication and interpersonal skills including the ability to present information in a clear and concise manner.
- Strong written communication skills.
- Ability to adapt communication style as required.

Problem Solving & Decision Making

Demonstrate:

- Flexibility, problem solving and initiative skills including the ability to adapt to change.

- The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate.
- The ability to recognise when it is appropriate to refer decisions to a higher level of management.

Team Working

Demonstrate:

- The ability to work as part of a team and to establish a good working relationship with a wide range of internal and external stakeholders.
- The ability to work independently on own initiative and as part of a team.
- The capacity for management responsibility and initiative.
- Leadership potential and strong team skills.

Drive & Commitment

Demonstrate:

- Great attention to detail and high levels of accuracy.
- A commitment to maintaining high work standards.

Eligibility Criteria Qualifications and/ or Experience

- **Applicants must by the closing date of application have the following:**
 - Hold a CORU approved Social Care Worker Qualification and made an application to CORU for Registration or be fully registered with CORU. **(desirable)**
 - **Or** 24 months' Social Care experience within the past 5 years and a qualification in Social Sciences (for CORU registration via this route, the most recent 2 years must be signed off by a previous employer. CORU application deadline: November 30th 2025) **(desirable)**
 - **Or** be eligible for registration with the Social Care Workers Register (application must be initiated upon commencement of the role) **(desirable)**
 - A minimum of 3 years' experience in working directly with young people and / or vulnerable adult. **(Essential)**
 - To have an excellent knowledge and practical skills in ensuring good practice in children and young people's participation in decision making.
 - Knowledge of the international and national perspective and approach on children and young people's participation in decision making, including familiarity with the National Participation Framework for including children and young people in decision making, the Lundy model and supports such as Hub na nÓg"
 - To have the ability to communicate highly complex and sensitive information.
 - To have the emotional resilience to promote and practice the highest standards of safeguarding.
 - Evidence of ability to comply, including registration, with all relevant bodies regulating health and social care professionals, as in force at the closing date for applications or introduced at a later date (e.g. CORU under the Health and Social Care Professionals Act 2005);
 - Must possess appropriate ICT Skills, e.g. proficiency in Word, Excel, e-mail etc.
 - A knowledge and understanding of relevant legislation and policy in relation to the detention and care of young people.

Application and Selection Process

How to apply

Applications must be made by submitting the following documents:

- A **short cover letter** outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.
- A comprehensive **CV**, which must include an outline of your education to date (including level on NFQ) and months of work experience to date.
- As part of your application, you are required to clearly indicate the following in your CV or Cover Letter:
 - Confirmation of whether you hold a current, full, clean driving licence.
 - Disclosure of any criminal convictions, where applicable.

In order to apply for the post of **Participation Worker**, please forward the above requested information via email to recruitmentmail@oberstown.com before **4 September @ 5pm**.

Selection Methods

Oberstown will run the selection process in accordance with best recruitment practices. The approach employed comprise of a series of assessments administered over a number of stages, which may include but not limited to:

- Shortlisting of candidates on the basis of the information contained in their application.
- Competitive interview(s).

Shortlisting

In the event of a shortlisting exercise being employed, an expert board will examine the CVs and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Other important information

Oberstown will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Oberstown and/or employing authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position, Oberstown will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should a person recommended for appointment decline, or having accepted it, relinquish it, Oberstown may at its discretion, select and recommend other persons for appointment on the results of this selection process.

Candidates should make themselves available on the date(s) specified by Oberstown.

Confidentiality

Subject to the provisions of the Freedom of Information Acts 1997 and 2013, applications will be treated in strict confidence.

All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those who are directly involved in the selection process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Oberstown, or who do not, when requested, furnish such evidence as Oberstown require in regard to any matter relevant to their candidature will have no further claim to consideration.

Candidates' Obligations

- A third party must not impersonate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and /or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where s/he has not been appointed to a post, s/he will be disqualified as a candidate; and
- Where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.

Health

A candidate must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service, which will include sporting and leisure activities as well as an ability to be fully involved in physical restraints where necessary (training will be provided).

Character

Each candidate must be of good character.

Age

Age restrictions shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation Act 2004). A candidate who is not classified as a new entrant must be under 67 years of age.

Other requirements of the role

Driving Licence

Successful candidates will be required to hold a current full clean Driving Licence – Category B, prior to commencement of employment.